

## Electronic Plan Workflow

- Step 1: Applicant Applies for Plans Review
- Apply for plans review and pay necessary fees. Inform the County that an online review is to be performed. Provide a valid email address for the contact person.
- Step 2: Applicant Receives e-mail invitation
- Review invitation email inviting applicant to upload plans.
- Step 3: Applicant Uploads Drawings/Plans
- Login to ePlans as indicated in the invitation email. Upload drawings and related documents.
- Step 4: Reviewers perform Review.
- Step 5: Applicant notified of review results
- Check email for plans review approval status.
- Step 5a: If corrections are needed
- You will receive a "Correction Request" email. Continue to next step to resubmit corrected plans. Login to ePlans and review the Conditions report and comments from Reviewers.
- Step 5b: If approved skip to step #9
- Step 6: Applicant Uploads Corrected Plans
- Make necessary corrections to drawings and upload corrected plans using same file names. When ready for review, resubmit request by clicking the "Complete" button on the "ApplicantResubmit" eForm.
- Step 7: Reviewers perform Additional Reviews
- County reviewers perform online review of corrected plans.
- Step 8: Applicant receives Approval e-mail
- Check email for plans review approval status. If approved, skip to last step. If corrections are needed, go back to step #6 to resubmit corrected plans.

## What do I need to get started?

- Access to a computer.
- Internet Access.
- A valid email account.
- Review the online Applicant Guide on the ePlans login site before you begin using ePlans:

<http://cms.sbcounty.gov/lus/BuildingSafety/ePlans.aspx>



## Land Use Services Department



## County of San Bernardino



## Is ePlans for you?

**ePlans** is a system available to anyone choosing to submit electronic documents to Building & Safety.

**ePlans** eliminates the need to print and deliver paper plans, saving time and money.

**ePlans** allows the applicant to access projects wherever the internet is available through a unique and secure website.

**ePlans** offers an electronic alternative to working with printed plans. 24/7 access to a secure, fast and convenient system to submit and resubmit plans at no additional cost.



For more information about ePlans  
CALL

909 387-8311, Option 2

## **ePlans Upload Standards**

### **Border Standards**

- The entire top 3" (inch) margin of all plans must be reserved for the County of San Bernardino electronic approval stamps.

### **File Type Standards**

- Only DWG, DWF, DGN, DXF, or PDF files are acceptable for plans.
- Document files are acceptable in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, JPG, PNG, IMG or BMP.

### **Electronic Signatures**

- All drawings to be uploaded must contain an electronic seal and signature.

### **Folder Structure**

- All drawings must be uploaded to the "Plans" folder for each project.
- All other documents must be uploaded to the "Documents" folder for each project

### **File Naming Standards**

- The first character(s) in the file name represent the discipline area followed by the page number and type of drawing. For Example:
  - The discipline is Architecture (A), page 2, with a drawing type of floor plan:
    - A002 - FLOOR PLAN
  - The discipline is Electrical (E), page 12, with a drawing type of electrical:
    - E012 - ELEC
- For further information on standards please refer to the Applicant Guide on the ePlans Land Use Services Website:

<http://cms.sbcounty.gov/lus/BuildingSafety/ePlans.aspx>

## **Why Use ePlans?**

Would you like to save time?

Would you like to save gas?

Would you like to expedite your plan check process?

Would you like 24/7 access to plan review status activities?

If you answered yes to any of the above questions, you should use ePlans. Just let the Customer Service Representative know that you want to file your plans electronically using ePlans.

## **You Can Use ePlans Today!**

Apply at any of the Land Use Services Offices listed.

If you have any questions involving the application process, please contact us by phone at 909 387-8311 (Monday thru Friday, 8am—5pm).

Once fees have been paid you will receive an email invitation to ePlans.



**No need for multiple hard copies or submitting copies**

## **Apply for ePlans at the following locations:**

**County Government Center**  
**385 N Arrowhead Avenue**  
**San Bernardino, CA 92415**

**Mon - Fri, 8am - 4:30 pm**

**Jerry Lewis High Desert Government Center**  
**15900 Smoke Tree St., Suite 131**  
**Hesperia, CA 92345**

**Mon - Fri, 8am - 12pm/1pm - 4:30 pm**

**Big Bear B&S Office**  
**477 Summit Boulevard**  
**P.O. Box 2835**  
**Big Bear Lake, CA 92315**

**Tues, 8 am - 4:30 pm**  
**(closed 30 minutes for lunch)**

**Twin Peaks B&S Office**  
**26010 State Highway 189**  
**P.O. Box 709**  
**Twin Peaks, CA 92391**

**Mon, Weds, Thurs, 8 am - 4:30pm**  
**(closed 30 minutes for lunch)**

**Yucca Valley B&S Office**  
**57407 Twentynine Palms**  
**Outer Highway South**  
**Yucca Valley, CA 92284**

**Wed 8am - 4:30pm**  
**(closed 30 min for lunch)**